



Departmental Quarterly Performance Report

Miami-Dade Housing Agency

**Reporting Period:
FY 2002-03
2nd Quarter**

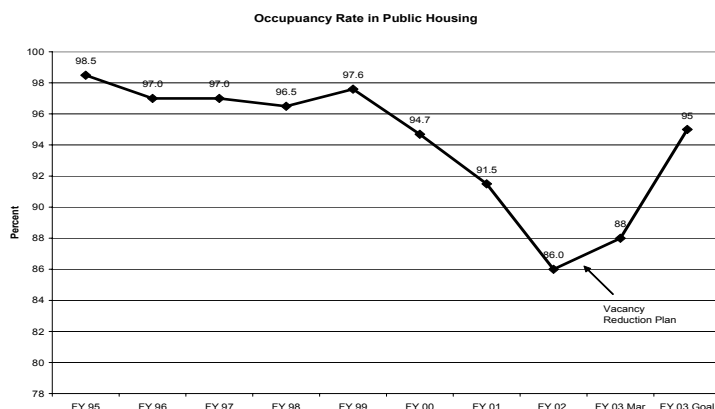
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MAJOR PERFORMANCE INITIATIVES

County Mgr. Priority (Circle One): *People* *Service* *Technology* *Fiscal Responsibility*

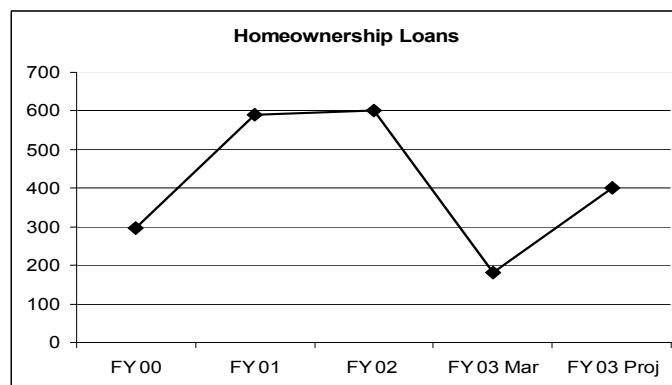
Achieve a 95% occupancy rate in public housing



☒ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☒ Customer Service
☐ ECC Project
☐ Workforce Dev.
☐ Audit Response
☐ Other _____
 (Describe)

County Mgr. Priority (Circle One): *People* *Service* *Technology* *Fiscal Responsibility*

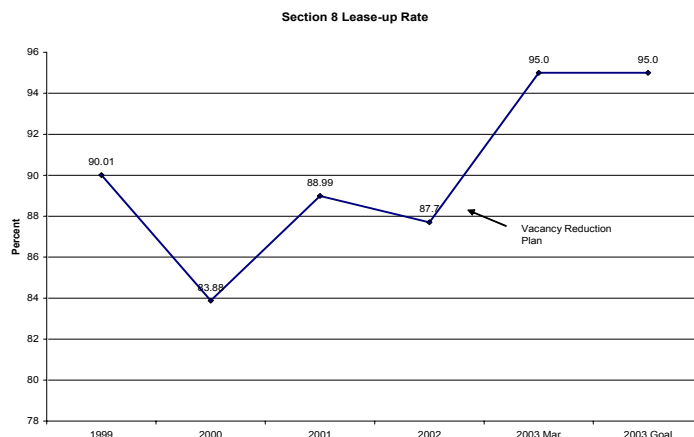
Issued **183** home ownership loans valued at \$7 million, 39 home rehabilitation loans valued at **\$579,000** and **23 multi-family loans valued at \$12.7** million through the affordable housing program from October 2002 through March 2003



☒ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☒ Customer Service
☐ ECC Project
☐ Workforce Dev.
☐ Audit Response
☐ Other _____
 (Describe)

County Mgr. Priority (Circle One): *People* *Service* *Technology* *Fiscal Responsibility*

Achieve a 95% lease-up rate in Private Rental Housing Agency



☒ Strategic Plan
☒ Business Plan
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☒ Customer Service
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 (Describe)

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<p>County Mgr. Priority (Bold One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Demolition of in the Scott/Carver housing development is scheduled to begin in the summer of 2003 as part of the Housing Opportunities for People Everywhere (HOPE VI) redevelopment project; 70 percent of households have been successfully relocated with 60% selecting Section 8 vouchers; design work is underway for the new town homes, single-family homes and apartments</p>	<p><input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>
<p>County Mgr. Priority (Bold One): People <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Initiated a Beautification Program to paint and landscape homes in the HOPE VI Target Area, training and certifying small community contractors who complete the work; in the initial phase of the program 21 contractors were certified and 309 homes were beautified; the second phase of the program started in May 2003</p>	<p><input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>
<p>County Mgr. Priority (Bold One): People <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Continued accelerated vacancy reduction and Section 8 lease up program; from June 2002 through January 2003, 18,281 offers were made, twice as many as projected; 1767 families accepted but only 987 have moved in, a 5 percent success rate; the lease-up rate for Section 8 increased from 88 percent to 97 percent from October through May this year, which means approximately 1,100 additional families housed under this program</p>	<p><input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>
<p>County Mgr. Priority (Bold One): People <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Reviewed as of March 2003 over 600 county properties over the past year, with 86 properties awarded to private developers and 119 lots conveyed to not-for profits; 221 new affordable homes sold; 133 properties under development; 210 private properties identified for infill development; part of the funding for this program came in spring 2002 with a \$5 million revolving loan from Fannie Mae; full repayment of the initial loan will be made by September 2003; it is anticipated that this revolving loan will be increased to \$10 million this fall; repayments will be made with revenue from the funded projects with Surtax revenues pledged as a secondary source of repayment pending completion of loan projects</p>	<p><input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	679	833	680	153	687	146				

Notes:

B. Key Vacancies

During the second quarter, two key positions were vacant: director of private rental housing and director of compliance and quality assurance; employees in acting status staffed both positions. Recruitment will be completed early in the third quarter.

C. Turnover Issues

Turnover has been normal with staff leaving due to retirement and new jobs.

D. Skill/Hiring Issues

Key hiring issues were resolved last year for maintenance mechanics and compliance and leasing specialists with permission granted to hire at Step 5.

E. Part-time, Temporary and Seasonal Personnel

Part-time: Current Budget: 144; Filled: 76; Vacant 68

Temporary Personnel: 101; includes about 50 personnel hired as part of the vacancy reduction plan

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FINANCIAL SUMMARY

(All Dollars in Thousands)

*	PRIOR YEAR Actual	CURRENT FISCAL YEAR 2002-03						
		Total Annual Budget	2 nd Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
♦ Surtax	\$77,580	\$87,286	\$9,571	\$6,403	\$68,142	\$29,616	\$38,527	34%
♦ SHIP	21,179	13,174	2,793	3,951	7,587	20,793	(12,756)	154%
♦ Section 8	106,554	132,054	33,014	29,056	66,027	57,855	8,172	44%
♦ Housing	64,818	61,660	15,415	15,455	30,830	29,723	1,107	48%
♦ Other	8,816	3,504	876	724	1,752	1,173	579	33%
Total	\$278,947	\$297,678	\$61,669	\$55,589	\$174,338	\$139,160	\$35,629	47%
Expense*								
Personnel	\$41,003	\$43,418	\$10,855	\$9,668	\$21,709	\$21,189	\$520	49%
Operating	162,490	253,448	63,362	42,290	126,724	76,828	49,896	30%
Capital	4,627	812	203	786	406	1,259	(853)	155%
Total	\$208,120	\$297,678	\$74,420	\$50,615	\$148,839	\$99,276	(\$13,934)	33%

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Surtax	\$17,214	\$5,000	\$5,000		
SHIP	14,975	7,000	7,000		
Total	\$32,189	\$12,000	\$12,000		

Comments:

Surtax revenue for the year is lower than budgeted because actual carryover was about \$30 million less than budgeted. The opposite occurred with SHIP where actual carryover exceeded budgeted by about \$13 million.

Actual Section 8 revenue is lower than budgeted due lower HAP payments in the first quarter and part of the second quarter. This will reverse itself in the third and fourth quarters because the lease-up rate has increased so dramatically.

The operating expense line reflects the lower HAP payments for the first two quarters; these payments are expected to increase substantially over the third and fourth quarters, bringing spending more in line with budget. Capital is high due to unanticipated replacement vehicle purchases.

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STATEMENT OF PROJECTION AND OUTLOOK

The department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses. To ensure this occurs, the department has initiated spending controls related to overtime and temporary employees and is not filling positions that may be cut as part of next year's budget.

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

None at this time.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date_____